

# FINANCIAL OPERATIONS

Gross funding available to the National Archives and Records Administration (NARA) in FY 2002 by appropriation under Public Law 107-67 for direct operating expenses was \$244,247,000. Of this amount, \$179,000 was rescinded. Public Law 107-38 authorized an additional \$1,600,000 for one-time emergency response funding. A net of \$245,668,000 was available in FY 2002. This amount includes \$28,971,000 for the year's payments of principal and interest on the Archives II facility located in College Park, MD.

Also available was \$7,446,000 for grants by the National Historical Publications and Records Commission (which includes \$6,436,000 from FY 2002 appropriations, \$1,010,000 from carryover funds and prior year recoveries), and \$84,429,000 for the repairs and restoration of Archives facilities and Presidential libraries (\$39,143,000 from FY 2002 appropriations, \$1,000,000 from supplemental funding, \$6,380,000 from the National Park Service for the Roosevelt Library, \$37,906,000 from carryover funds and prior year recoveries). Other funding available was \$44,000 to expand public electronic access to agency records and historical documents; \$102,000 from other budget authority earned through recycling; and \$274,000 for alterations at the Kennedy Library. The combined funding totaled \$337,963,000.

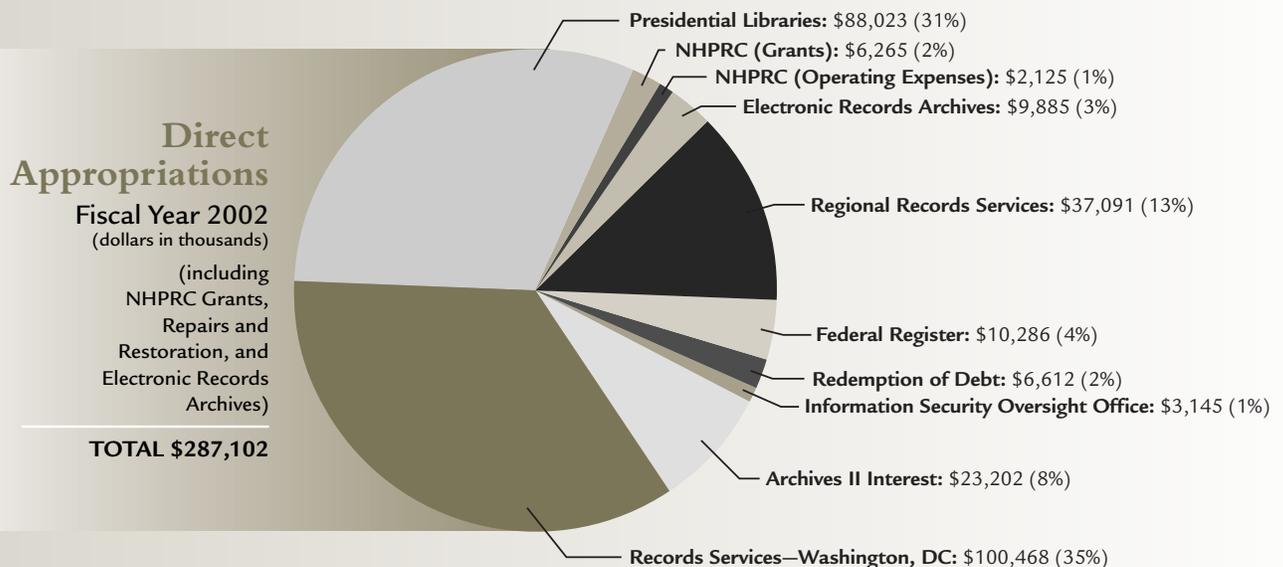
Of the funds available, \$37,091,000 was obligated by the Office of Regional Records Services for records management and archival activities, such as accessioning, preserving, describing, and making available to the general public, scholars, and Federal agencies permanently valuable historical records of the Federal Government.

The Office of Records Services—Washington, DC, provided similar, yet centralized services on permanent records with funding requirements totaling \$100,468,000. Included in this total were costs associated with establishing standards on the creation and maintenance of adequate and proper documentation of Government activities, and appraisal of records to identify those that warrant continued preservation. Also, funding provided for publication, exhibition, audiovisual, and public outreach activities.

The Information Security Oversight Office obligated \$3,145,000 for oversight of the information security program established by Executive Order 12958 and the policy oversight for the National Industrial Security Program established under Executive Order 12829.

The Office of Presidential Libraries obligated \$88,023,000 to operate the 10 existing Presidential libraries and to retain and process the Nixon and Clinton Presidential materials.

The Office of the Federal Register obligated \$10,286,000 to edit, compile, and publish, among



others, the *Federal Register*, *Code of Federal Regulations*, *U.S. Statutes at Large*, and weekly and annual compilations of Presidential documents.

Also, the National Historical Publications and Records Commission obligated \$6,265,000 in grants and \$2,125,000 to administer the grants program.

Beginning in 1994, NARA sought appropriations for the annual payments to be made under the terms of the Certificates of Participation. In accordance with OMB's guidance, the total payment must be separated into a principal and interest component. The portion that represents principal is to be treated as an appropriation for the redemption of debt. The portion that represents interest will be reported as obligations. As such, \$22,359,000 was obligated for interest payments on the Archives II facility, and \$6,612,000 was treated as redemption of debt for principal.

The following table summarizes funds available and actually obligated in FY 2002:

Fund	Availability	Obligated
Operating Expenses, Direct	\$246,088,000	\$239,500,000 <sup>1</sup>
Grants	7,446,000	6,265,000 <sup>2</sup>
Repairs and Restoration	84,429,000	41,337,000 <sup>2</sup>
Total	\$337,963,000	\$287,102,000

<sup>1</sup> Includes \$6,612,000 that is considered redemption of debt on the principal for the Archives II facility. Also includes \$1,508,000 in obligations for emergency expenses related to Year 2002 issues.  
<sup>2</sup> Funds appropriated for grants and repairs and restoration are "no-year" funds. Some congressional appropriations have the proviso that they remain available until obligated. Thus, the balance at the end of the fiscal year is carried over and is available for obligation in succeeding fiscal years.

During FY 2002, the National Archives and Records Administration received \$3,144,000 in reimbursable income for services provided to other Federal agencies and the National Archives Trust Fund. The most significant reimbursable activity, in terms of payment received, includes photocopy services on the agency's permanently archived records for the National

## Personnel on Board

All Funds as of September 30, 2002

PROGRAMS	Washington, DC, Area			Field Locations			Nationwide Total		
	Full-Time Perm.	Other	Total	Full-Time Perm.	Other	Total	Full-Time Perm.	Other	Total
Records Services—Washington, DC	823	153	976	0	0	0	823	153	976
Regional Records Services	76	5	81	1,104	266	1,370	1,180	271	1,451
Presidential Libraries	155	5	160	256	64	320	411	69	480
Information Security Oversight Office	22	1	23	0	0	0	22	1	23
Federal Register	69	2	71	0	0	0	69	2	71
National Historical Publications and Records Commission	14	0	14	0	0	0	14	0	14
<b>TOTAL</b>	<b>1,158</b>	<b>166</b>	<b>1,324</b>	<b>1,360</b>	<b>330</b>	<b>1,690</b>	<b>2,518</b>	<b>496</b>	<b>3,014</b>

## Direct Appropriations

(Including Grants and Repairs and Restoration)

Obligations by Object Classification and Redemption of Debt

(dollars in thousands)	2002
Full-time permanent employment compensation	\$72,457
Other than full-time permanent employment compensation	2,225
Other personnel compensation	2,096
Reemployed annuitants	74
<b>Total personnel compensation</b>	<b>76,852</b>
Personnel benefits	17,589
Benefits for former personnel	50
Travel and transportation of persons	1,290
Motor pool travel	106
Transportation of things	113
Rental payments to GSA	5,498
Utilities	6,715
Communications and miscellaneous charges	2,219
Printing and reproduction	1,990
Advisory and assistance services	6,574
Other services	70,904
Purchases from Government accounts	6,551
Operation and maintenance of facilities	27,301
Operation and maintenance of equipment	7,786
Supplies and materials	4,168
Equipment	15,229
Land and structures	32
Grants, subsidies, and contributions	6,265
Insurance claims and indemnities	56
Interest and dividends	23,202
Redemption of debt	6,612
<b>TOTAL</b>	<b>\$287,102</b>

Archives Trust Fund Board, specialized training and workshops on archiving potentially permanent Federal records, and providing reimbursable services to agencies for special projects. Also, declassification services are offered, providing records review prior to their accessioning into NARA.



*Diane Thomas, office automation clerk at the Dwight D. Eisenhower Library in Abilene, KS, answers a telephone call.*

## Financial Subsystems

The Budget Preparation and the Appropriated Funds Financial Review, Analysis and Reporting financial subsystems were evaluated as required by the Office of Management and Budget (OMB) Circular A-127 Revised. The subsystems were in conformance with the overall objectives detailed in the circular. NARA's financial organization also provided information for inclusion in the annual Federal Managers Financial Integrity Act Report to the President and Congress showing that the subsystems are in compliance with the objectives detailed in the guidelines.

## Actual Obligations: Presidential Libraries

*(dollars in thousands)*

	Program Costs (includes personnel)	Buildings Operations & Maintenance Costs	Major Repair & Restoration Costs	Minor* Repair & Restoration Costs	Total Costs
Hoover	\$975	\$768	\$63	\$0	\$1,806
Roosevelt	1,081	1,281	89	44	2,495
Truman	1,425	1,600	185	19	3,229
Eisenhower	1,675	1,269	899	49	3,892
Kennedy	1,786	1,932	741	42	4,501
Johnson	2,034	1,520	929	31	4,514
Nixon Presidential Materials Staff	1,914	0	0	0	1,914
Ford	1,411	1,458	115	46	3,030
Carter	1,758	1,027	131	27	2,943
Reagan	1,826	1,903	15	52	3,796
Bush	1,461	1,378	35	0	2,874
Central Office: Planning & Direction, Presidential Materials Staff, and Clinton Presidential Materials Project	5,018	0	0	0	5,018
<b>TOTAL</b>	<b>\$22,364</b>	<b>\$14,136</b>	<b>\$3,202</b>	<b>\$310</b>	<b>\$40,012</b>

*\* Minor Repair and Restoration obligations include \$10K for Kennedy Library from the operating expenses account.*

## Financial and Electronic Commerce Programs

### Credit Card Usage by NARA Employees

The usage of the VISA purchase card for small purchases by NARA employees increased in FY 2002 over the FY 2001 levels. The dollar amount spent using the purchase card increased by 13 percent, and the number of purchases made using the VISA card increased by 6 percent.

### Electronic Funds Transfer (EFT) and Direct Deposit

NARA is 99.9 percent on direct deposit. As of September 30, 2002, there were five NARA employees not using EFT for salary and award payments.

### Prompt Payments

NARA's interest penalty item count decreased significantly in FY 2002, as compared with FY 2001 results. However, penalty dollars paid in FY 2002 increased slightly as compared to FY 2001 totals. This increase was attributable to one late vendor payment made in August 2002. The decrease in penalty items paid can be attributed to familiarity with the new Pegasus Financial Management System and the continued cooperation and hard work of NARA administrative officers and financial employees at NARA and GSA, Kansas City.

# RECORDS CENTER REVOLVING FUND

Fiscal year 2002 was another outstanding year for the Records Center Program (RCP). The year's profit amounted to \$435,872, the third consecutive profitable year. Revenue continued to increase in 2002 and reached \$111.4 million, a 4.5-percent increase over 2001 and 17.0 percent over 2000. In the past 2 years, revenue has increased by more than \$16.2 million. Both major revenue sources, storage and services, also grew during this period.

During FY 2002 the RCP received nearly 2 million cubic feet of Federal records for safeguarding. RCP also provided 14 million responses to requested records and provided high levels of disposition, refiles, interfiles, and photocopy services. In addition, RCP also completed a large consolidation project for the Bureau of Indian Affairs and commenced a project involving open Official Personnel Folders for the Internal Revenue Service.

At the National Personnel Records Center (NPRC), we neared the end of a 3-year re-engineering project at our military records center with the limited deployment of a new Case Management and Reporting System (CMRS). The system includes customized web interfaces for private and Government users, paperless moving of requests through the center and automated assignment of requests to technicians. CMRS also will provide NPRC the capacity to service the Department of Defense's electronic Official Military Personnel Files. NPRC accelerated responses to veterans' requests, reducing its backlog by 60,000 requests and, by the fourth quarter, responding to 30 percent of requests in 10 days or less. The civilian records center achieved an average of 8.1 days per correspondence case response.

As the RCP's business has expanded, the program has also made significant investments in shelving purchases, building improvements and expansion, and financial systems during the past year. For FY 2002, these investment costs exceeded \$4 million and will continue in FY 2003. Most notably, a transactional-based billing system that will provide our customers with more accurate billing data and our management with better financial information will be utilized. The RCP also expects to take delivery of new records center facilities in Dayton, OH, and Lenexa, KS, in FY 2003.

## Revolving Fund

### Statement of Operations

For the fiscal years ending September 30

	FY 2002	FY 2001
<b>Revenues:</b>		
National		
Services	\$62,871,053	\$61,488,671
Storage	46,312,435	43,865,826
Local services & other	2,197,049	1,264,398
<b>Total revenues</b>	<b>\$111,380,537</b>	<b>\$106,618,895</b>
<b>Operating Expenses:</b>		
Personnel and benefits	\$54,788,528	\$50,789,190
Travel & transportation	851,425	892,869
Rent, communications, and utilities	41,712,386	40,129,212
Consulting and other services	10,325,104	9,911,597
Supplies and materials	1,110,301	910,615
Equipment and structures	1,986,094	1,693,298
Printing and reproduction	58,867	184,633
Interest	234,360	261,710
Miscellaneous	40,217	42,284
<b>Total operating expenses</b>	<b>\$111,107,282</b>	<b>\$104,815,407</b>
<b>Net Income (Loss) from operations</b>	<b>\$273,255</b>	<b>\$1,803,488</b>
<b>Other Income:</b>		
Imputed finances-expenses		
paid by other agencies	\$3,789,141	\$3,110,354
Prior year income	(28,726)	58,713
<b>Total other income</b>	<b>\$3,760,415</b>	<b>\$3,169,067</b>
<b>Other expenses:</b>		
Employer's pension expense	1,090,936	845,571
Employer's health insurance expense	2,691,379	2,259,257
Employer's life insurance expense	6,825	5,526
Prior year expenses	(191,342)	0
<b>Total other expenses</b>	<b>\$3,597,798</b>	<b>\$3,110,354</b>
<b>Excess of revenues over expenses</b>	<b>\$435,872</b>	<b>\$1,862,201</b>



The new Dayton center under construction. (Photo by David Cornelisse)

RECORDS CENTER REVOLVING FUND



The first room of the new records center on Kingsridge Drive in Dayton, OH, is scheduled to be full of records by June 2003. (Photo by David Cornelisse)

## Notes to Financial Statements and Explanations of Significant Accounting Policies

**Public Law 106-58:** In 1999, the Records Center Revolving Fund was established in accordance with Public Law 106-58. It converted NARA's records center program from an appropriated to a fee-for-service program.

**Revenue:** Revenue is derived from fees charged to Federal agencies for records storage and related services for all temporary and pre-archival records. Revenues are recorded on an accrual basis.

**Fund Balance with Treasury:** This total represents all unexpended balances for the Revolving Fund with the U.S. Treasury. Amounts in the Fund are based on the balances recorded in the National Electronic Accounting and Reporting (NEAR) system. It includes the initial capitalization of \$22,000,000 authorized by Public Law 106-58.

**Accounts Receivable:** Accounts receivable represent amounts due to the revolving fund for goods and services provided to other Federal entities. An allowance for receivables deemed uncollectable was not established because monies due from other Federal entities are considered fully collectible.

**Prepaid Expenses:** Prepaid expenses represent advance payments made by the Revolving Fund for goods and services that will be provided by other Government agencies within a year.

## Revolving Fund

### Balance Sheet as of September 30

	FY 2002	FY 2001
<b>ENTITY ASSETS:</b>		
<b>Current assets</b>		
Funds with U.S. Treasury	11,585,579	15,868,916
Accounts receivable	17,508,484	15,708,974
Advances	0	26,423
<b>Total current assets</b>	<b>29,094,063</b>	<b>31,604,313</b>
<b>Noncurrent and other assets:</b>		
Property and equipment, net of accumulated depreciation	19,105,997	15,619,971
Deferred charges	949,885	1,424,827
Other assets	435,446	795,410
<b>Total noncurrent and other assets</b>	<b>20,491,328</b>	<b>17,840,208</b>
<b>TOTAL ENTITY ASSETS</b>	<b>\$49,585,391</b>	<b>\$49,444,521</b>
<b>LIABILITIES AND NET POSITION</b>		
<b>Liabilities</b>		
<b>Current liabilities:</b>		
Accounts payable-Federal	3,262,256	3,441,042
Accounts payable-non-Federal	726,086	635,946
Accrued payroll	1,256,563	1,345,904
Capital lease	460,420	430,348
Advances from customers	105,000	0
<b>Total current liabilities</b>	<b>5,810,325</b>	<b>5,853,240</b>
<b>Long-term liabilities:</b>		
Annual leave liability	2,938,345	2,740,669
Capital lease	2,633,452	3,093,871
<b>Total long-term liabilities</b>	<b>5,571,797</b>	<b>5,834,540</b>
<b>Total liabilities</b>	<b>11,382,122</b>	<b>11,687,780</b>
<b>NET POSITION</b>		
Cumulative results of operations	435,872	1,862,201
Donated capital	15,767,398	13,894,540
Initial fund capitalization	22,000,000	22,000,000
<b>Total net position</b>	<b>38,203,270</b>	<b>37,756,741</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$49,585,392</b>	<b>\$49,444,521</b>

## Revolving Fund Statement of Changes in Financial Condition Fiscal Year 2002

<b>Sources of working capital:</b>	
From operations:	
Net income (loss)	\$273,255
Items not affecting working capital:	
Depreciation	1,384,688
Amortization of unfunded leave expense	474,942
<b>Working capital inflow (outflow) from operations</b>	<b>2,132,885</b>
<b>From other sources:</b>	
Increase (decrease) in annual leave liability	197,676
Prior year income (loss)	162,617
<b>Working capital inflow (outflow) from all sources</b>	<b>2,493,178</b>
<b>Uses of working capital:</b>	
Purchases of shelving	1,735,282
Buildings	808,045
Systems	1,113,665
Systems development	228,402
Long-term capital lease	460,419
Advance payments	405,538
Other	209,163
<b>Total working capital used for all purposes</b>	<b>4,960,514</b>
<b>INCREASE (DECREASE) IN WORKING CAPITAL</b>	<b>\$(2,467,336)</b>



Lead archives technician Ronald Gibson sorts military personnel records that have just been pulled off the shelves. Other staff in the National Personnel Records Center in St. Louis will use these records to respond to researcher requests. (Photo by Army M.Sgt. Brian Kappmeyer)



At the Washington National Records Center in Suitland, MD, Archives aid Jeffrey Weiss pulls passport application requests for the Passport Division of the Department of State. (Photo by Richard Schneider)

**Property and Equipment Valuation and Depreciation:**

Property and equipment transferred to the Revolving Fund at start-up from other appropriations consisted of records center shelving and catwalks. The historical cost was estimated based on actual cost of shelving and catwalks at Lee's Summit records center. This cost was extrapolated using a 3-percent deflation factor to all records centers. The catwalks and shelving are being depreciated on a straight-line basis over a 20-year useful life.

**Revolving Fund**

**Sources of Revenue  
For the fiscal years ending September 30**

	FY 2002	FY 2001
Department of Defense	\$34,312,712	\$33,804,727
Internal Revenue Service	26,238,292	27,854,204
Department of Veterans Affairs	8,644,781	7,767,768
U.S. Courts	6,046,484	5,553,741
Office of Personnel Management	3,280,333	2,712,061
Other	32,857,798	28,926,394
<b>Total Sources of Revenue</b>	<b>\$111,380,400</b>	<b>\$106,618,895</b>

Shelving purchased and installed during FY 2002 was recorded at cost and depreciated on the same basis as the shelving and catwalks transferred into the fund. The depreciation expense recorded on shelving and catwalks during the fiscal year ending September 30, 2002, was \$1,218,010.

Other property and equipment is capitalized at cost if the initial acquisition cost is \$25,000 or more and depreciated on a straight-line basis between 5 and 7 years useful life. Depreciation expense recorded on this property during the fiscal year ending September 30, 2002, was \$166,651.

**Deferred Charges:** Deferred charges represent annual leave costs earned by Revolving Fund employees and transferred to the Fund at start-up. The cost of \$2,374,711 was capitalized and is being amortized over 5 years.

**Other Assets:** Other assets include employee advances, claims against employees, and work in process for systems development and shelving.

**Accounts Payable:** As of September 30, payables consisted of the following:

	FY 2002
General	\$3,981,466
Disbursements in Transit	6,876
<b>Totals</b>	<b>\$3,988,342</b>

**Annual Leave Liability:** Annual leave liability represents the cumulative amount payable to Revolving Fund employees as annual leave at year end. Unfunded leave expense for the year is treated as an operating expense in the computation of net income or loss for the period. This treatment does not apply to sick or other leave, which is expensed as it is used.

**Capital Lease:** Capital leases represent the liability for shelving leased through GSA at the Dayton and Philadelphia records centers. The monthly payments are included in the rental payments to GSA. The current liability for capital leases represents the principal payments payable within a year. The long-term portion represents the principal payments payable over a period of more than 12 months.

# THE NATIONAL ARCHIVES TRUST FUND AND GIFT FUND

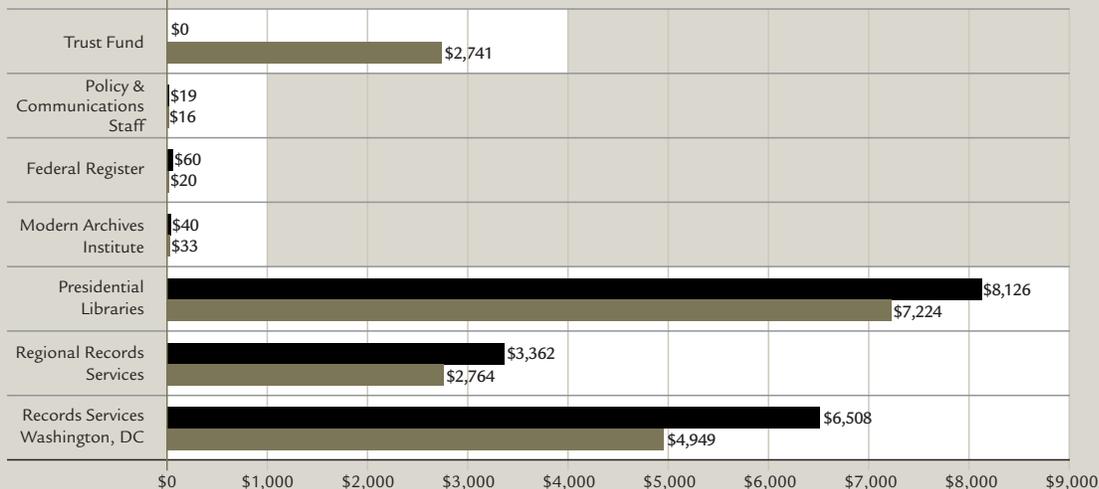
**C**ongress established the National Archives Trust Fund Board to receive and administer gifts and bequests of money and other personal property and to receive monies from the sale of reproductions of historic documents and publications approved by the Board and in the interest of the National Archives and Records Administration and the individual Presidential libraries. The members of the Board are the Archivist of the United States, who serves as Chairman; the Secretary of the Treasury; and the Chairman of the National Endowment for the Humanities.

The Gift Fund is administered by the National Archives Trust Fund Board and accepts, receives, holds, and administers, in accordance with the terms of the donor, gifts or bequests of money, securities, or other personal property for the benefit of NARA activities.

*A staff member returns a cartload of records to the stacks at the National Archives at College Park. (Photo by Kenneth Hawkins)*

**Trust Fund Operating Income and Expense by Organization**  
Fiscal Year 2002

(dollars in thousands) ■ Income ■ Expense



Census researchers at the Central Plains Region in Kansas City, MO, search through the newly opened microfilm rolls of the 1930 census.  
(Photo by Sean Murphy)



## Trust Fund

### Statements of Operations

For the fiscal years ending September 30

	2002			2001		
	Presidential Libraries	Other Trust Fund	Total	Presidential Libraries	Other Trust Fund	Total
<b>Revenues:</b>						
Reproduction service						
Non-Federal	\$417,912	\$6,404,299	\$6,822,211	\$442,672	\$6,325,518	\$6,768,190
Federal	-	-	-	272	-	272
Microform publications						
Non-Federal	-	2,896,591	2,896,591	-	1,699,188	1,699,188
Federal	-	-	-	-	-	-
Over-the-counter sales						
Non-Federal	2,556,057	138,985	2,695,042	1,995,374	696,722	2,692,096
Federal	-	-	-	-	8,459	8,459
Publications						
Non-Federal	-	31,512	31,512	-	47,798	47,798
Federal	-	-	-	-	-	-
Admissions						
Non-Federal	4,627,134	-	4,627,134	3,072,600	-	3,072,600
Federal	-	-	-	-	-	-
Other income						
Non-Federal	524,799	517,779	1,042,578	672,742	70,391	743,133
Federal	-	-	-	-	31,888	31,888
<b>Total revenues</b>	<b>8,125,902</b>	<b>9,989,166</b>	<b>18,115,068</b>	<b>6,183,660</b>	<b>8,879,964</b>	<b>15,063,624</b>
<b>Expenses:</b>						
Operating expenses						
Non-Federal	7,143,915	6,482,004	13,625,919	6,295,953	6,225,891	12,521,844
Federal	79,755	4,041,370	4,121,125	74,509	4,213,954	4,288,463
Total operating expenses	7,223,670	10,523,374	17,747,044	6,370,462	10,439,845	16,810,307
<b>Income (Loss) from operations</b>	<b>902,232</b>	<b>(534,208)</b>	<b>368,024</b>	<b>(186,802)</b>	<b>(1,559,881)</b>	<b>(1,746,683)</b>
<b>Other income:</b>						
Imputed financing—expenses paid by other agencies	218,543	97,106	315,649	186,939	117,912	304,851
Investment income—Federal	148,713	115,722	264,435	317,359	302,382	619,741
Other—Non-Federal	182,129	10,328	192,457	66,892	22,884	89,776
<b>Total other income</b>	<b>549,385</b>	<b>223,156</b>	<b>772,541</b>	<b>571,190</b>	<b>443,178</b>	<b>1,014,368</b>
<b>Other expenses:</b>						
Employer's pension expense	25,401	51,114	76,515	23,195	59,598	82,793
Employer's ORB expense	193,142	45,992	239,134	163,744	58,314	222,058
Prior year expense	-	74,325	74,325	(943)	3,360	2,417
<b>Total other expenses</b>	<b>218,543</b>	<b>171,431</b>	<b>389,974</b>	<b>185,996</b>	<b>121,272</b>	<b>307,268</b>
Excess (Shortage) of revenues over expenses	1,233,074	(482,483)	750,591	198,392	(1,237,975)	(1,039,583)
Net position, beginning of year	7,649,539	7,728,554	15,378,093	7,451,147	8,966,529	16,417,676
<b>NET POSITION, END OF YEAR</b>	<b>\$8,882,613</b>	<b>\$7,246,071</b>	<b>\$16,128,684</b>	<b>\$7,649,539</b>	<b>\$7,728,554</b>	<b>\$15,378,093</b>

The accompanying notes are an integral part of this statement.

## TRUST FUND

Archives technician Jay Bellamy retrieves a cart for a researcher in the records holding area behind the main research room at the National Archives at College Park. (Photo by Roscoe George)



## Trust Fund

### Balance Sheets

As of September 30

	2002			2001		
	Presidential Libraries	Other Trust Fund	Total	Presidential Libraries	Other Trust Fund	Total
<b>Entity Assets</b>						
Current assets:						
Cash in U.S. Treasury	\$267,217	\$372,872	\$640,089	\$196,237	\$173,772	\$370,009
Cash in transit	343,526	29,124	372,650	36,287	13,922	50,209
Imprest funds	26,870	6,595	33,465	30,870	6,545	37,415
Interest receivable—non-Federal	-	9,864	9,864	191	58,699	58,890
Investments—Federal	7,375,638	4,854,740	12,230,378	6,923,043	5,588,305	12,511,348
Accounts receivable, net of allowance for uncollectible accounts of \$0 and \$54,138, respectively for fiscal year 2002 and \$0 and \$55,369, respectively for fiscal year 2001						
Non-Federal	6,905	787,175	794,080	2,026	281,362	283,388
Federal	375,000	-	375,000	-	10,840	10,840
Inventories, net of reserve for obsolescence of \$209,557 and \$295,124, respectively, for fiscal year 2002 and \$209,557 and \$480,674, respectively, for fiscal year 2001	785,565	128,976	914,541	776,375	203,726	980,101
Prepaid expenses—Federal	-	51,757	51,757	-	39,757	39,757
Total current assets	9,180,721	6,241,103	15,421,824	7,965,029	6,376,928	14,341,957
Non-current assets:						
Property and equipment, at cost less accumulated depreciation of \$1,092,701 and \$2,797,548, respectively, for fiscal year 2002 and \$1,052,774 and \$2,372,251, respectively, for fiscal year 2001	47,707	2,477,021	2,524,728	87,633	3,012,963	3,100,596
<b>Total entity assets</b>	<b>\$9,228,428</b>	<b>\$8,718,124</b>	<b>\$17,946,552</b>	<b>\$8,052,662</b>	<b>\$9,389,891</b>	<b>\$17,442,553</b>
<b>Liabilities</b>						
Current liabilities:						
Accounts payable						
Non-Federal	\$83,819	\$684,317	\$768,136	\$193,078	\$719,721	\$912,799
Federal	4,967	-	4,967	217	5,459	5,676
Accrued payroll—non-Federal	90,347	28,535	118,882	65,345	22,909	88,254
Sales tax payable—non-Federal	2,292	-	2,292	4,928	-	4,928
Deferred revenue						
Non-Federal	-	570,461	570,461	4,511	698,718	703,229
Federal	-	76,488	76,488	-	76,588	76,588
Total current liabilities	181,425	1,359,801	1,541,226	268,079	1,523,395	1,791,474
Long-term liabilities:						
Annual leave liability—Non-Federal	164,390	112,252	276,642	135,044	137,942	272,986
Total long-term liabilities	164,390	112,252	276,642	135,044	137,942	272,986
Total liabilities	345,815	1,472,053	1,817,868	403,123	1,661,337	2,064,460
<b>Net Position</b>						
Cumulative results of operations	8,882,613	7,246,071	16,128,684	7,649,539	7,728,554	15,378,093
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$9,228,428</b>	<b>\$8,718,124</b>	<b>\$17,946,552</b>	<b>\$8,052,662</b>	<b>\$9,389,891</b>	<b>\$17,442,553</b>

The accompanying notes are an integral part of this statement.

## Trust Fund

### Schedules of Changes in Working Capital Effect on Working Capital

	2002	2001
<b>Current assets:</b>		
Cash in U.S. Treasury	\$270,080	\$(127,108)
Cash in transit	322,441	212,414
Imprest funds	(3,950)	5,525
Interest receivable	(49,026)	-
Investments	(280,970)	(234,049)
Accounts receivable	874,852	(142,240)
Inventories	(65,560)	(128,108)
Prepaid expenses	12,000	(12,366)
<b>Current liabilities:</b>		
Accounts payable	145,372	(282,231)
Accrued payroll	(30,628)	173,822
Sales tax payable	2,636	(3,591)
Deferred revenue	132,868	(172,665)
<b>Increase (Decrease) in working capital</b>	<b>\$1,330,115</b>	<b>\$(710,597)</b>

The accompanying notes are an integral part of this statement.

## Trust Fund

### Statements of Changes in Financial Condition as of September 30

	2002	2001
<b>Sources of working capital:</b>		
From operations:		
Net income (loss)	\$750,591	\$(1,039,583)
Items not affecting working capital:		
Depreciation	900,503	868,146
Working capital (outflow) inflow from operations	1,651,094	(171,437)
From other sources:		
Increase (decrease) in annual leave liability	3,656	(8,293)
Working capital inflow (outflow) from other sources	3,656	(8,293)
Working capital inflow from all sources	1,654,750	(179,730)
<b>Uses of working capital:</b>		
Purchase of operational assets	324,635	530,867
Total working capital used for all purposes	324,635	530,867
<b>Increase/(Decrease) in working capital</b>	<b>\$1,330,115</b>	<b>\$(710,597)</b>

The accompanying notes are an integral part of this statement.



## Notes to Financial Statements and Explanations of Significant Accounting Policies

**Revenue:** Revenue is derived from the sale of publications, reproductions of records, self-service electrostatic copies, museum shop items, Presidential library museum admissions, and investment income. Revenues are recorded on an accrual basis.

**Investment Valuation:** U.S. Government securities held by the Trust Fund are stated at cost adjusted for accretion of discount.

**Inventory Valuation:** Inventories that consist of merchandise held for sale are valued at cost, determined using an average cost method. Physical inventory counts, taken at all locations, are performed at the end of each fiscal year, and appropriate adjustments are made. Inventories of supplies are expensed at the time of receipt.

**Property and Equipment Valuation and Depreciation:** Fixed assets are shown at original acquisition cost less accumulated depreciation. The capitalized cost of these assets is allocated over the estimated useful life by the straight-line method. Currently, all administrative and operating equipment is estimated to have a useful life of 5 years.

**Annual Leave Liability:** Annual leave liability represents the cumulative amount payable to Trust Fund employees as annual leave at year end. Unfunded leave expense for the year is treated as an operating expense in the computation of net income or loss for the period. This treatment does not apply to sick or other leave, which is expensed as it is used.

**Deferred Revenue:** The current liability for deferred revenue represents advance payments for products and services that are to be furnished within a year. The long-term liability for deferred revenue represents collections for services to be provided over a period of more than 12 months.

**Accounts Payable:** As of September 30, payables consisted of the following:

	2002	2001
General	\$749,915	\$554,595
Estimated Year-End Accruals	23,188	311,065
Disbursements in Transit	-	52,815
<b>Totals</b>	<b>\$773,103</b>	<b>\$918,475</b>

Archivist Barbara Burger looks over Army lithographs in the Still Pictures holdings in the National Archives at College Park. (Photo by Roscoe George)

## GIFT FUND



Preservation photographer Jerry Thompson measures a map in preparation for photographing it in the lab at the National Archives at College Park.  
(Photo by Roscoe George)

Staff at the National Archives at College Park transport records between the research rooms and stacks.  
(Photo by Kenneth Hawkins)

## Gift Fund Balance Sheets As of September 30

	2002	2001
<b>Entity Assets</b>		
<b>Current assets:</b>		
Cash in U.S. Treasury	\$83,437	\$86,630
Cash in transit	1,623	(5,943)
Accounts receivable—Federal	4,967	-
Interest receivable—non-Federal	21,346	21,346
Investments		
Non-Federal	4,718,419	4,710,368
Federal	7,908,935	3,611,860
<b>Total entity assets</b>	<b>\$12,738,727</b>	<b>\$8,424,261</b>
<b>Liabilities</b>		
<b>Current liabilities:</b>		
Accounts payable—non-Federal		
Non-Federal	73,505	258,450
Federal	375,000	-
<b>Total liabilities</b>	<b>448,505</b>	<b>258,450</b>
<b>Net Position</b>		
Cumulative results of operations	12,290,222	8,165,811
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$12,738,727</b>	<b>\$8,424,261</b>

The accompanying notes are an integral part of this statement.

## Gift Fund Statements of Changes in Financial Condition For the fiscal years ending September 30

	2002	2001
<b>Sources of funds:</b>		
Excess/(shortage) of revenue over expenses:		
Funds provided by operations	\$(1,309,884)	\$(3,941,398)
Grants and donations	5,434,295	2,248,322
Excess/(shortage) of revenue over expenses	4,124,411	(1,693,076)
<b>Application of funds:</b>		
Working capital	\$4,124,411	\$(1,693,076)

## Gift Fund Schedules of Changes in Working Capital Effect on Working Capital

	2002	2001
<b>Current assets:</b>		
Cash in U.S. Treasury	\$(3,193)	\$(45,876)
Cash in transit	7,566	(84,124)
Accounts receivable	4,967	-
Interest receivable	-	(6,274)
Investments	4,305,126	(1,342,891)
<b>Current liabilities:</b>		
Accounts payable	(190,055)	(213,911)
<b>INCREASE/(DECREASE) IN WORKING CAPITAL</b>	<b>\$4,124,411</b>	<b>\$(1,693,076)</b>



At the National Archives at College Park, microfilm equipment technician Joy Campbell prepares material for filming a National Archives microfilm publication. (Photo by Roscoe George)



NPRC data transcriber Jamie Forest checks the quality of the image of the new request that she has just scanned into the NPRC Case Management and Reporting System (CMRS). (Photo by Norman Eisenberg)



Mark Beveridge, museum registrar, catalogs a large collection of World War II posters donated to the Harry S. Truman Library in Independence, MO. (Photo by Ed Autry)

## Gift Fund

### Statements of Operations

For the fiscal years ending September 30

	2002			2001	
	Presidential Libraries	Other Unrestricted	Other Restricted	Total	Total
<b>Revenues:</b>					
Grants and donations—non-Federal	\$4,253,138	\$35,097	\$1,146,060	\$5,434,295	\$2,248,322
Investment income					
Non-Federal	206,466	790	509	207,765	315,484
Federal	57,234	7,387	26,775	91,396	269,587
<b>Total revenues</b>	<b>4,516,838</b>	<b>43,274</b>	<b>1,173,344</b>	<b>5,733,456</b>	<b>2,833,393</b>
<b>Expenses:</b>					
Travel and transportation—non-Federal	85,618	53	30,707	116,378	55,003
Supplies and materials					
Non-Federal	87,477	21,810	6,492	115,779	362,755
Federal	-	-	-	-	-
Printing and reproduction					
Non-Federal	31,877	11,878	19,419	63,174	22,176
Federal	-	-	-	-	-
Payments to commercial contractors—non-Federal	118,627	46,221	881,882	1,046,730	808,964
Payments to other agencies or funds					
Non-Federal	35,375	-	32,232	67,607	2,768,110
Federal	186,850	-	-	186,850	497,491
ASB Capital Management fee—non-Federal	12,707	95	61	12,863	11,970
<b>Total expenses</b>	<b>558,531</b>	<b>80,057</b>	<b>970,793</b>	<b>1,609,381</b>	<b>4,526,469</b>
Adjustments to prior year operations	-	-	(336)	(336)	-
Excess/(Shortage) of revenues over expenses	3,958,307	(36,783)	202,887	4,124,411	(1,693,076)
<b>NET POSITION, BEGINNING OF YEAR</b>	<b>6,290,701</b>	<b>416,930</b>	<b>1,458,180</b>	<b>8,165,811</b>	<b>9,858,887</b>
<b>NET POSITION, END OF YEAR</b>	<b>\$10,249,008</b>	<b>\$380,147</b>	<b>\$1,661,067</b>	<b>\$12,290,222</b>	<b>\$8,165,811</b>

GIFT FUND



Carmel Wilkes, archives technician, delivers records to the Central Research Room in the National Archives Building in Washington, DC. (Photo by Earl McDonald)

## Gift Fund Donations

Fiscal Year 2002

Office	Donor	Amount	Total
<b>PRESIDENTIAL LIBRARIES:</b>			
Hoover Library	Paul V. Farver Estate	\$5,000	
	Miscellaneous	1,423	\$6,423
Roosevelt Library	Franklin and Eleanor Roosevelt Institute*	3,053,228	
	Franklin and Eleanor Roosevelt Institute (non-cash)*	7,124	3,060,352
Truman Library	Harry S. Truman Institute*	18,370	
	Miscellaneous	5,023	
	Center for Jewish History	1,055	
	White House Historical Society	2,500	26,948
Eisenhower Library	Miscellaneous	5,456	
	Miscellaneous (non cash)	75	5,531
Kennedy Library	Ucross Foundation Clearmont	500	
	New York Times	2,000	
	Boston Globe	2,000	
	John F. Kennedy Foundation*	687,492	
	Miscellaneous	10	692,002
Johnson Library	LBJ Foundation*	135,353	
	Miscellaneous	5,008	140,361
Ford Library	Gerald R. Ford Foundation*		252,797
Carter Library	Miscellaneous		13,648
Bush Library	Bush Foundation*	44,824	
	Miscellaneous	125	44,949
Reagan Library	Reagan Presidential Foundation*	6,248	
	Miscellaneous	3,879	10,127
<b>Total Presidential Libraries</b>			<b>\$4,253,138</b>

Ground was broken on May 17, 2002, for an addition to the Gerald R. Ford Museum in Grand Rapids, MI.

\*Amount shown represents multiple gifts from this donor. Miscellaneous gifts include donations of less than \$1,000.





*Octavio Lopez-Meza, optical instrument repairer, works on a silver recovery system in the photographic laboratory at the National Archives at College Park. (Photo by Roscoe George)*

## Gift Fund Donations, continued

Fiscal Year 2002

Office	Donor	Amount	Total
<b>GENERAL, CULTURAL &amp; ARCHIVAL:</b>			
	AT&T, through the Foundation for the National Archives	\$ 125,000	
	Jeanette Rudy, through the Foundation for the National Archives	100,249	
	National Endowment for the Arts, through the Foundation for the National Archives	435,000	
	Proctor and Gamble, through the Foundation for the National Archives	20,000	
	William and Buffy Cafritz, through the Foundation for the National Archives	10,000	
	New York Public Library, through the Foundation for the National Archives	50,000	
	Los Angeles Public Library, through the Foundation for the National Archives	50,000	
	United Technologies, through the Foundation for the National Archives	50,000	
	Ohio Historical Society, through the Foundation for the National Archives	100,000	
	Carter Center, Inc., through the Foundation for the National Archives	50,000	
	Chicago Academy of Sciences, through the Foundation for the National Archives	150,000	
	Miscellaneous	6,551	
<b>TOTAL GENERAL, CULTURAL &amp; ARCHIVAL</b>			<b>\$ 1,146,800</b>
<b>OFFICE OF REGIONAL RECORDS SERVICES:</b>			
Northeast - Boston	Miscellaneous		2,362
Northeast - Pittsfield	Miscellaneous		418
Northeast - New York	Paul Tyron	1,000	
	Caroline Ruda	1,000	
	Miscellaneous	888	2,888
Mid Atlantic - Philadelphia	Miscellaneous		4,148
Southeast - Atlanta	Miscellaneous	2,236	
	Friends of the National Archives (non-cash)	2,676	4,912
Great Lakes - Chicago	Miscellaneous		1,108
Central Plains - Kansas	Miscellaneous		939
NPRC-Military	Miscellaneous	15	
	Miscellaneous (non-cash)	846	861
Southwest - Fort Worth	Miscellaneous		238
Rocky Mountain - Denver	Miscellaneous		4,218
Pacific - San Bruno	Miscellaneous		2,150
Pacific - Laguna Niguel	Miscellaneous		5,151
Pacific Alaska - Seattle	Miscellaneous		4,717
Pacific Alaska - Anchorage	Miscellaneous		247
<b>TOTAL OFFICE OF REGIONAL RECORDS SERVICES</b>			<b>\$ 34,357</b>
<b>TOTAL DONATIONS</b>			<b>\$5,434,295</b>

*Miscellaneous gifts include donations of less than \$1,000.*